

DATE OF EVENT \_\_\_\_\_

HOURS \_\_\_\_\_

**ROOM/EVENT RESERVATION & APPROVAL FORM**

Please submit this request at least 2 weeks prior to planned use with a copy of your flyer advertising this event.

NAME OF ORGANIZATION & PERSON RESPONSIBLE:

\_\_\_\_\_

AREA OR ROOM # REQUESTED: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

WHAT WILL BE SERVED: \_\_\_\_\_  
(Refreshments, Alcohol, etc.)

SPECIAL REQUIREMENTS (garbage pails, tables, chairs): \_\_\_\_\_

I agree to abide by the regulations concerning use of college facilities and will leave the assigned area in a clean and orderly condition. I have read and agree to abide by university regulations governing the consumption of alcoholic beverages.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Please submit to the OFFICE OF STUDENT AFFAIRS

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OFFICE USE:

Space Approved: \_\_\_\_\_  
Jacqueline Martinez, Assoc. Registrar Date

\_\_\_\_\_  
Edward Johnston Date  
Vice President of Student Affairs

\_\_\_\_\_  
Frank Orehek Date  
Director of Management Services

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_